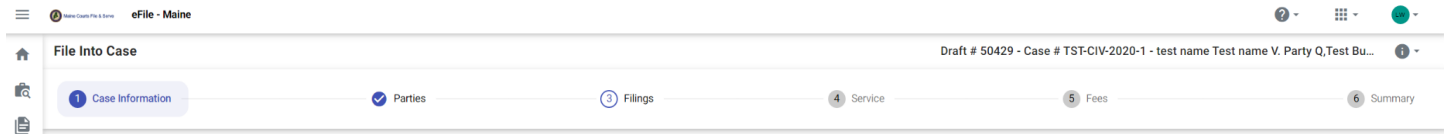


## REQUESTING A WRIT ON EFILEMAINE

1. Start a new filing in an existing case. You will see “File Into Case” in the upper left corner of the screen above the upper navigation bar:



2. Select Step 3 “Filings” on the navigation bar at the top of the screen:



3. Select Add Filing:



4. The “Edit Filing Details” screen will appear:

Edit Filing Details

5. Select "eFile Only" as the Filing Type:

eFile Only



Pick "eFile Only" to just electronically file your papers.

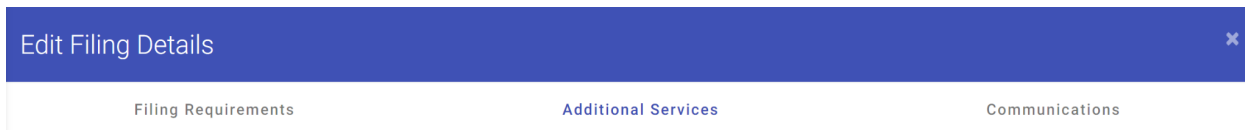
6. Select the appropriate code for your writ request from the list of available Filing Codes that will display in the drop down:

- Writ - BCD Writ of Execution - Requested - \$25
- Writ - Habeas Corpus to Prosecute - Requested
- Writ - Habeas Corpus to Testify - Requested
- Writ - Other Writ - Requested - \$25
- Writ - Renewal Writ - Requested - \$25
- Writ - Writ of Attachment - Requested - \$25
- Writ - Writ of Execution - Requested - \$25
- Writ - Writ of Possession - Requested - \$25
- Writ - Writ of Replevin - Requested - \$25

7. Upload the applicable court form or, if there is no court form, a letter to the court requesting the writ and copies as applicable. The completed form or letter should be uploaded as a Lead Document. Be sure to include the complete case caption with the case number and your mailing address if you are asking the court to send you the documents by U.S. Mail. For represented parties, the letter or form must bear the requesting lawyer's signature and Maine bar number. When submitting a request for a renewal writ, the original writ should be uploaded in a separate PDF file as an Attachment to the Lead Document.

**PLEASE NOTE:** Official Court Forms [CV-195 Request for Issuance of Writ of Possession](#) and [CV-188 Request for Issuance of Writ of Possession for Personal Property](#) must be used when requesting a Writ of Possession.<sup>1</sup>

- After the Lead Document has been uploaded, click on the dropdown in the field on right and select the appropriate security. This field is required. The process will not move to the Step 5 (Fees) and Step 6 (Summary) until the security field has been populated.
- Next, select the appropriate fees for your request. To select the fees, stay on the “Edit Filing Details” screen - do not click on the Save button  at this time. If you click on the Save button before selecting the fees, use the Edit button  in the Actions column on the Filings screen to go back to the “Edit Filing Details” screen.
- On the navigation bar above the box labeled “Filing Type,” select “Additional Services”:



- Choose all applicable fees from the Additional Services menu by checking the boxes on the left and entering the number of copies in the “Quantity” fields on the right:

<input type="checkbox"/>	Type	Fee Amount	Quantity	Total
<input type="checkbox"/>	Attestation	\$5	<input type="text" value="Quantity"/>	
<input type="checkbox"/>	Attested Copy of Writ	\$10	<input type="text" value="Quantity"/>	
<input type="checkbox"/>	Copies - Non-Certified (Page 1)	\$2		
<input type="checkbox"/>	Copies - Non-Certified (Page 2+)	\$1	<input type="text" value="Quantity"/>	
<input type="checkbox"/>	Non-attested Copy of Writ	\$5	<input type="text" value="Quantity"/>	
<input type="checkbox"/>	Postage and Handling Fee for Mail Requests	\$5		

If you are asking the court to send the document(s) to you by U.S. Mail, **be sure to select the "Postage and Handling Fee for Mail Requests"** at the bottom of the menu. This fee is charged once regardless of the number of copies. The total due for shipping will display as \$5. The postage and handling fee is due for every mail request. If you want to pick up the writ(s) at the court in person, choose “Filing Requirements” on the navigation bar under “Edit Filing Details” to display the “Filing Information” already entered. In the field for “Comments to Court” displayed below the “Filing Code,” enter a note of explanation:

<sup>1</sup> Visit the [official Court Forms website](#) to access all available court forms.

**Filing Information**

Filing Code\*  
Writ - Writ of Execution - Requested - \$25.00

Filing Description

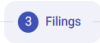

Client Reference Number

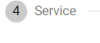
Comments to Court  
The writ will be picked up at the window.

**PLEASE NOTE:** If you do not enter a note in the “Comments to Court” field stating that the writ will be picked up in person at the window, the envelope will be rejected if the postage and handling fee has not been selected and paid at the time of submission.

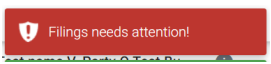
- Use the “Additional Services” menu to request additional attested copies of the writ. Check the box next to “Attested Copy of Writ” and enter the number of additional copies you want in the “Quantity” field on the right. Do not include the original writ in the number you enter for the attested copies. To request non-attested copies of the writ, follow the same procedure.


**PLEASE NOTE:** The number entered in the “Quantity” field is the number of attested or non-attested copies, not the number of pages. Pursuant to the Court Fees Schedule established in Administrative Order [JB-05-26](#), the fees for attested and non-attested copies of writs are not based on the number of pages. Instead, unlike other copy fees, there is a flat fee of \$10.00 for attested copies and \$5.00 for non-attested copies. For further information about fees for copies and attestations, please refer to Section I(B) of AO JB-05-26 (A. 6-22).


- You have now completed Step 3 . Select “Save” in the lower right corner of the screen: 

- In the upper navigation bar, Step 4  can be skipped by clicking on Step 5 

If this error message is displayed, it is likely that security was not selected when the Lead Document was uploaded:



To correct the error, select the edit icon  and select the appropriate security in the required field on the right in the “Upload Documents” box.

- When the screen for Step 5  is displayed, select the applicable information in the required fields in the “Fees” box on the left:

**Fees**  
 You must select a payment account even if there are no fees.

Payment Account \*  
 Select... ▼

+ Add payment account

Party Responsible for Fees \*  
 Select... ▼

Filing Attorney \*  
 Select... ▼

16. In the “Fee Breakdown” box on the right, click the “Calculate Fees” button.

Fee Breakdown

Once you've picked your payment account, click the button below to see the total fees.

[↻ Calculate Fees](#)

17. The example below shows the fees required on eFileMaine for an original writ of execution and one attested copy to be mailed to the requesting lawyer.

**Fee Breakdown** [↻ Calculate Fees](#)

Filing Fee	
Writ - Writ of Execution - Requested	\$25.00
Optional Service Fees	
Attested Copy of Writ (\$10.00 x 1)	\$10.00
Postage and Handling Fee for Mail Requests (\$5.00 x 1)	\$5.00
Service Fees	
Convenience Fee	\$1.16
<b>Grand Total</b>	<b>\$41.16</b>

You can then choose [Summary →](#) in the lower right corner to review the envelope information and accept the Submission Agreements. To complete the filing process and send the envelope to the court for review, choose

[Submit →](#)